

VIRGINIA MANUFACTURED HOUSING BOARD
APPLICATION FOR LICENSURE
SALESPERSON

1. Type of application () Initial () Renewal
2. Full name of individual applying:
3. A.K.A., if applicable:
4. Mailing address (include street and/or P. O. Box):
5. Daytime phone: () _____ Evening phone: ()
6. Social Security Number: _____ - _____ - _____
(Note: The social security number is requested for record keeping purposes. You are not required to furnish your social security number on this form.)
7. Date of Birth:
Male () Female ()
Heights: _____ Weight: _____ Hair Color: _____ Eye Color: _____
8. Full name of company employed by:
Company of employment is a: Manufacturer _____ Dealer _____ Broker _____
9. Full physical address of company:
10. Business hours, as posted at business office:
11. Name of any other location you are currently employed by or anticipate being employed by. Include a current license number for that location.

12. Please list any previous license numbers issued by the Board during the last five years. Include any licenses issued by the Department of Motor Vehicles.

Read each question below and check the appropriate response. If you answer "yes" to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates and court jurisdiction, copy of probation papers/release.

- A. Have you ever been refused a license to sell manufactured homes or had a license suspended or revoked?
Yes _____ No
- B. Have you ever been convicted of a felony?
Yes _____ No
- C. Have you ever been convicted of any fraudulent or criminal act in connection with the business of selling manufactured homes?
Yes _____ No
- D. Have you ever been convicted of larceny or receipt or sale of stolen property?
Yes _____ No

Statement of Compliance

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry, and that I am in compliance with all such laws and regulations, and that the answers contained in the foregoing application are true and correct and that I have the authority to sign this application and answer the questions contained therein.

Signature of Applicant

THIS SECTION TO BE COMPLETED BY AUTHORIZED INDIVIDUAL IN CHARGE OF DEALERSHIP

By signing below, I hereby certify that the applicant named herein will be employed by the company as a salesperson.

Signature of Authorized Individual

Business Name of

THIS APPLICATION MUST BE SUBMITTED WITH ALL FEES BY CHECK OR MONEY ORDER MADE PAYABLE TO THE "TREASURER OF VIRGINIA". INITIAL LICENSING FOR SALESPERSON LICENSE FEE IS \$100.00. (THIS AMOUNT INCLUDES LICENSING FEE OF \$50.00 AND TRANSACTION RECOVERY FUND FEE OF \$50.00.) ANNUAL RENEWAL IS \$50.00.

MEMORANDUM

To: All Interested Parties

From: Curtis L. McIver

Date: February 4, 2000

Subject: Instruction for completing Salesperson's Application.

Pursuant to §36-85.18 of the Code of Virginia, the Manufactured housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salespersons. Below you will find detailed instructions on how to properly complete the necessary application to become licensed. Should you have any questions or comments, you may contact either myself or Constance R. Moore at (804) 371-7160.

QUESTION 1.

Type of application will be either an initial/first time issue or a renewal license for which you would have received a renewal notice. In the case of a renewal, a completed application form must be submitted along with your renewal notice.

QUESTIONS 2 & 3.

Please supply your full name as well as any aliases you may be known by.

QUESTION 4.

Your full mailing address will include a street and/or P. O. Box or route number, City, state and zip code.

QUESTION 5.

Please include both work and home phone numbers.

QUESTION 6.

We have requested that you supply your social security number to simplify our record keeping process; however, you are not required to furnish this information.

QUESTION 7.

Complete this section giving us a full physical description.

QUESTIONS 8, 9, & 10.

Complete the full name of the company you are employed by. Indicate whether the company is a dealer, manufacturer, or broker, its full mailing address including a street and/or P. O. Box and the business hours as posted at the office location.

QUESTION 11.

Give the name and license number for any other location you are currently working at our anticipate working at.

QUESTION 12.

At this point, we want you to list ANY licenses you have held in Virginia in the last five (5) years. All license numbers should be listed. If your previous license was issued through the Department of Motor Vehicles, please indicate this as well.

Finally, you need to complete the questions concerning convictions and sign the "Statement of Compliance".

Along with your completed application, you must include a check or money order made payable to the "Treasurer of Virginia". Your check must include your license fee of \$50.00 **AND** your Transaction Recovery Fund Assessment of \$50.00.

TOTAL AMOUNT DUE IS \$100.00 FOR INITIAL LICENSING. ANNUAL RENEWAL FEE IS \$50.00.